

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT II –  
Intake Photo and ID

SALARY GROUP: A11

DEPARTMENT: Classification and Records

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Joni White

DATE: 04/23/2012

POSITION #: 029158

**I. JOB SUMMARY**

Performs routine administrative support and technical program assistance work. Work involves disseminating information; maintaining filing systems; and performing administrative support work. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Schedules, photographs, and fingerprints offenders received at agency correctional institutions intake facilities; and conducts fact-finding interviews.
  - B. Prepares and disseminates information concerning agency programs and services; responds to inquiries regarding rules, regulations, policies, and procedures; and assists in the development of administrative and technical assistance policies and procedures.
  - C. Prepares, edits, and distributes correspondence, reports, studies, forms, and documents; and prepares and distributes offender identification paperwork to appropriate agencies.
  - D. Maintains filing and record keeping systems.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Three years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
- 3. One year full-time, wage-earning computer operations experience.
- 4. Criminal justice experience preferred.

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**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency intake procedures preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to review technical data and prepare technical reports.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill in the electronic transmission of communications.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to type 45 words per minute (with no more than 10 errors).
12. Skill to interpret and translate Spanish to English and English to Spanish preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, dictation equipment, microfilm equipment, camera, VCR, CRT, and automobile.